



MISSOURI ETHICS COMMISSION

P.O. Box 1370

Jefferson City, MO 65102

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Elizabeth L. Ziegler
Executive Director

Missouri Ethics Commission – Sunshine Law Policy

It is the policy of the Missouri Ethics Commission to comply with the provisions of Chapter 610. RSMo. commonly referred to as the Sunshine Law. In furtherance of this policy, it is noted:

WHEREAS, [Section 610.023.1](#), RSMo, provides that a public governmental body is to appoint a custodian to maintain that body's records and the identity and location of the custodian is to be made available upon request; and

WHEREAS, [Section 610.026](#), RSMo, sets forth that a public governmental body shall provide access to and, upon request, furnish copies of public records; and

WHEREAS, [Section 610.028.2](#), RSMo, provides that a public governmental body shall provide a reasonable written policy in compliance with sections [610.010](#) to [610.030](#), RSMo, commonly referred to as the Sunshine Law, regarding the release of information on any meeting, record or vote.

NOW, THEREFORE, BE IT RESOLVED:

1. That the Executive Director be and hereby is appointed custodian of the records of the Missouri Ethics Commission and that such custodian is located at 3411A Knipp Drive, Jefferson City, Mo 65109.

2. That said custodian shall respond to all requests for access to or copies of a public record within the time period provided by statute except in those circumstances authorized by statute. All Sunshine Law requests submitted through the postal mail service should be submitted to:

Executive Director

Missouri Ethics Commission

P.O. Box 1254

Jefferson City, MO 65102

3. That the fees to be charged for access to or furnishing copies of records shall be as hereinafter provided under Chapter 610:

- a. Fees may not exceed 10 cents per page for paper copies 9 by 14 or smaller, plus an hourly fee for duplicating time not to exceed the average hourly rate of pay for clerical staff of the public governmental body. Research time may be billed at actual cost.

- b. A fee which includes only the cost of copies, equipment use, programming and staff time required in the production of a public record maintained on computer facilities, recording tapes or discs, videotapes or films, pictures, slides, graphics, illustrations or similar audio or visual items or devices.
 - c. Documents may be furnished without charge or at a reduced charge when the Missouri Ethics Commission determines that waiver or reduction of the fee is in a public interest because it is likely to contribute significantly to public understanding of the operations or activities of the Missouri Ethics Commission and is not primarily in the commercial interest of the requestor.
4. That the above fees may be required to be paid in advance.
5. That it is the public policy of the Missouri Ethics Commission that meetings, records, votes, actions and deliberations of this body shall be open to the public unless otherwise provided by law. Closed records include, but are not limited to records of investigation and complaints; legal actions, causes of action and litigation; the hiring, firing and disciplining or promoting of a particular employee; individually identifiable personnel records; and records that are otherwise protected from disclosure by law.
6. That the Missouri Ethics Commission shall comply with sections 610.010 to 610.030, RSMo, the Sunshine Law, as now existing or hereafter amended.

Readopted August 6, 2018